



MISSISSIPPI
STATE PERSONNEL BOARD



Fiscal Year 2011
**Annual
Report**



Fiscal Year 2011 Annual Report

On The Cover



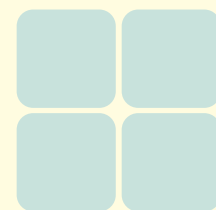
The Mississippi State Capitol Building,
photographed on June 2, 2011.

contents

Message from the Executive Director	3
Overview of MSPB	4
Human Capital Core Processes	12
Workforce Development	18
Personal Service Contract Review Board	22
Employee Appeals Board	24
Community Leadership	26

The State of Mississippi is an equal opportunity employer and assures equal employment opportunities to all persons regardless of race, color, creed, sex, religion, national origin, age, physical handicap, disability, or political affiliation.

Published in December 2011 by the Mississippi State Personnel Board.





Managing Our Most Valuable Resources.

Dear Fellow Mississippians,

I am honored to serve the State of Mississippi as the Executive Director of the Mississippi State Personnel Board and to lead an agency whose role is critical to the success of all other agencies. At MSPB, it is our privilege to serve our State government's greatest asset—its workforce.

The Mississippi State Personnel Board has under its purview more than 31,000 employees who serve the State of Mississippi each day. They have committed their careers to public service, and our focus is providing opportunities for them to grow and serve the State.

When I was appointed Executive Director in March 2009, I set a course to build relationships with our fellow agencies, colleagues and legislators to create a culture of service. During Fiscal Year 2010, we worked hard to turn that into reality. In Fiscal Year 2011, we worked hard to find innovative ways to support our stakeholders in the midst of budgetary challenges.

During Fiscal Year 2011, we focused on increasing the accessibility of information to all our stakeholders through the launch of a new website and the implementation of an efficient online application process. Early results indicate that usage of these online tools will increase dramatically in Fiscal Year 2012, confirming that the successful conveyance of information is all about the presentation. We also increased the number of opportunities for professional development through training programs such as the Certified Public Manager® Program and the Administrative Support Certification Program.

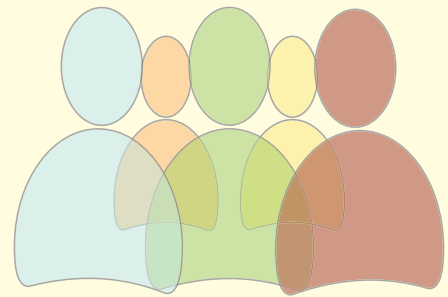
Our mission is “to lead the way in human capital and workforce management,” and we will continue to help agencies adjust to budgetary shortfalls by identifying duplications of effort and ways to streamline processes, as well as ways to promote the transfer of institutional knowledge and methods of sharing best practices among agencies. We eagerly accept the challenges that lie ahead and see MSPB as a resource for State agencies and a bridge to Mississippi's future.

Yours in Service,

Lynn Fitch
Executive Director



We Represent 31,000 Mississippians Who Devote Their Talents to Public Service



Mississippi has a rich history of innovation and culture. Whether it's blues, country, or rock & roll, this is the Birthplace of America's Music. We are musicians, writers and artists. We are world famous entrepreneurs. We are a state of nearly three million citizens bound by a common culture.

The first heart and lung transplants were performed in Mississippi. We built the nation's first state college for women. We sent the first African American to the U.S. Congress. We are first in charitable giving virtually every year.

Mississippians are a diverse tapestry, woven from a common culture into the fabric of America. In all walks of life, Mississippians make the ordinary extraordinary. The Mississippi State Personnel Board has the privilege of representing more than 31,000 of those who devote their talents to public service.

Created by the Mississippi Legislature in 1980, the Mississippi State Personnel Board creates and oversees the policies, procedures and growth opportunities that guide the employment experience for employees of the State of Mississippi.

Our Vision

To Ensure a Quality Workforce for the State of Mississippi.

Our Mission

To Lead the Way in Human Capital and Workforce Management.

We manage the employee life cycle from pre-hire until retire, from defining the job descriptions and compensation to recruiting and retaining employees.

We serve more than 130 agencies, boards and commissions; more than 31,000 current employees; an average of 60,000 job applicants annually; and more than 100,000 customers monthly.

As the leaders in talent management and workforce development, we work hard to build a strong workforce for Mississippi, and to provide educational opportunities to give our public servants the tools they need to succeed in work and life.



Ensuring A Quality Workforce



Mississippi Code Annotated § 25-9-101, *et seq.*, was passed in 1980 by the Legislature to: “establish in the State of Mississippi a system of personnel administration...governing the establishment of employment positions, classification of positions and the employment conduct, movement and separation of state employees; to build a career service in government which will attract, select and retain the best persons, with incentives in the form of equal opportunities for initial appointment and promotions in the state service; and to establish a system of personnel management that will ensure the effective and efficient use of employees in the state service.”

Representing Mississippi: From the capital city, to the hills of J.P. Coleman State Park in Tishomingo County, to the Gulf Coast, the MSPB is proud to serve Mississippi.

Below: A replica of the Liberty Bell outside the State Capitol in Jackson. It is one of 53 original replicas.





Mississippi State Personnel Board

The Mississippi State Personnel Board is a five-member Board whose members are appointed by the Governor, with the advice and consent of the Senate. Appointments are five years in duration, and the members serve staggered terms.



Chairman Donald G. Brown - Vicksburg, Mississippi

Mr. Brown was originally appointed to the Board in 2005 and was reappointed to a second five-year term on the Board by Governor Haley Barbour in 2010. Mr. Brown is the Warren County Director for the Warren-Yazoo Mental Health Service. Prior to joining that organization, he worked with the Mississippi Employment Security Commission, the Mississippi Department of Human Services, and the Vicksburg Early Education Center.



Vice-Chairman Robert E. Jones - Madison, Mississippi

Mr. Jones was appointed to the Board by Governor Haley Barbour in 2006. Mr. Jones is the Chief Executive Officer of Phosphate Holdings, Inc., and Chief Executive Officer of Mississippi Phosphates Corporation. Prior to joining Mississippi Phosphates, he was employed by Mississippi Chemical from 1974 to 1997, serving as General Counsel from 1985 to 1997.



L. H. Gibson - Summit, Mississippi

Mr. Gibson was appointed to the Board by Governor Haley Barbour in 2008. Mr. Gibson is a manager at Denbury Resources, Inc. and has over 25 years of senior level HR management and operations experience with companies such as Sanderson Farms, Kellwood Company, and Levi Strauss. Mr. Gibson has served as Chairman on numerous boards, including the Salvation Army and the United Way of Southwest Mississippi.



Tommye Dale Favre - Gautier, Mississippi

Ms. Favre was appointed to the Board by Governor Haley Barbour in 2009 after she retired from serving as Executive Director of the Mississippi Department of Employment Security from 2004 to 2009. Prior to joining MDES, Ms. Favre spent 16 years at Mississippi Power Company and served as President of the Mississippi Power Education Foundation.



Nick P. Ardillo, Jr. - Columbus, Mississippi

Colonel Ardillo was appointed to the Board by Governor Haley Barbour to fill an unexpired term in June 2011 and was subsequently reappointed to serve through 2016. As a former Commander of Columbus Air Force Base, Colonel Ardillo, now retired from active duty, is a principal in Ardillo McCullough & Taggard, LLC, and a principal of NPA, LLC.



State Legislative Advisors

The Lieutenant Governor may designate two Senators and the Speaker of the House of Representatives may designate two Representatives to attend any meeting of the Mississippi State Personnel Board.

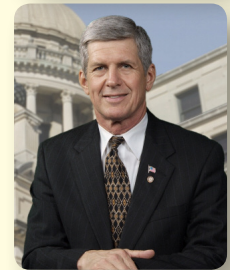
Senator Terry Brown - Columbus, Mississippi

Senator Brown has served as Senator for District 17, which includes Lowndes County, from 2004 to present. Senator Brown also served in the Mississippi House of Representatives from 1988-2000. His committee memberships include: Fees, Salaries and Administration - Chair; Economic Development; Environmental Protection, Conservation and Water Resources; Finance; Highways and Transportation; Insurance; Judiciary, Division B; Labor; PEER; and Tourism.



Senator Perry Lee - McComb, Mississippi

Senator Lee has served as Senator for District 35, which includes Copiah, Covington, Rankin, and Simpson counties, from 2004 to present. His committee memberships include: Universities and Colleges - Chair; Agriculture - Vice-Chair; Appropriations; Enrolled Bills; Environmental Protection, Conservation and Water Resources; Highways and Transportation; Judiciary, Division B; and Municipalities.



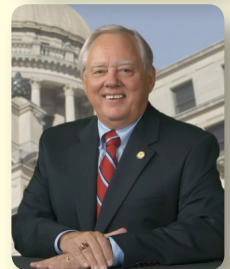
Representative Bennett Malone - Carthage, Mississippi

Representative Malone has served as Representative for District 45, which includes Leake, Neshoba, Rankin, and Scott counties, from 1980 to present. His committee memberships include: Corrections - Chair; Appropriations; Forestry; Gaming; Transportation; and Wildlife, Fisheries and Parks.



Representative John Read - Gautier, Mississippi

Representative Read has served as Representative for District 112, which includes Jackson County, from 1993 to present. His committee memberships include: Appropriations; Environmental Protection, Conservation and Water Resources; Fees and Salaries of Public Officers; Public Health and Human Services; Rules; and Select Committee on the Gulf Coast Disaster.





Moving **Forward** Together with Performance Development

One of the greatest challenges facing state government in Mississippi is developing a workforce that is both efficient and effective. The Mississippi State Personnel Board has worked closely with leadership teams in the 130 agencies under our purview to implement the Performance Development System (PDS), which replaced the Performance Appraisal Review System on October 1, 2010.

The Performance Development System emphasizes ongoing communication between supervisors and workers in order to give constructive feedback, which in turn helps employees excel in their careers. Under the PDS, managers and supervisors are trained to develop workers using a competency based model which focuses on character and leadership in addition to technical knowledge.

Throughout FY 2011, MSPB has worked with numerous agencies and more than 2,000 employees to educate and train them on the new Performance Development System. Managers and supervisors are trained on how to model the behaviors of a leader, as well as how to use the PDS planning and feedback instruments in reviews with their employees.

The Performance Development System emphasizes leadership, character, communication, motivation, inspiration, competency, understanding, technical ability, self assessment, and planning for success.

■ Choosing to Succeed

The objective of the Performance Development System is to change the mindset of leadership from one of critiquing to one of developing employees to succeed.

In FY 2011, more than 2,000 individuals participated in training on how to implement and successfully use the Performance Development System.



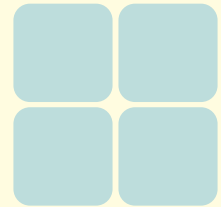


Personnel Advisory Council: Ready to Serve



The Personnel Advisory Council advises MSPB in the development of policies, programs, rules and regulations which improve public employment in the state. The council also assists in the promotion of public understanding of the purposes, policies, and practices of the state personnel system.

The council is comprised of personnel directors from five major state agencies: the Department of Transportation, the Department of Health, the Department of Rehabilitation Services, the Department of Mental Health, and the Division of Medicaid. Members are appointed by and serve terms concurrent with the Governor.



Career Counseling Center

While many of the job applications that are reviewed each month by the Mississippi State Personnel Board are submitted using the online application process, some applicants still value the face-to-face service provided in the MSPB Career Counseling Center.

The Career Counseling Center is open to applicants from 8:00 a.m. to 5:00 p.m. Monday through Friday (except on State holidays). An experienced MSPB professional is available during business hours to assist job applicants with questions regarding available positions and how to apply for a state government job in Mississippi.

MSPB professionals also assist applicants with the NEOGOV™ online application system to ensure that all applicants complete their online profile and submit job applications correctly. MSPB professionals are a great resource for those applicants who need assistance searching for jobs based on a number of criteria including county, salary range and/or job category, as well as completing their online application or simply creating a Job Interest Card.





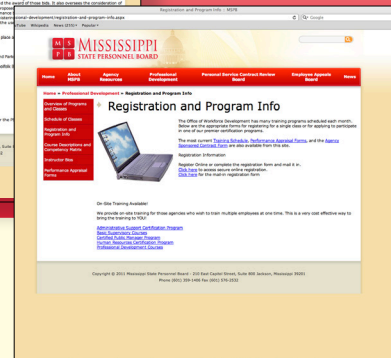
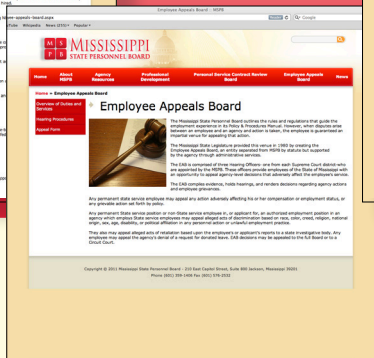
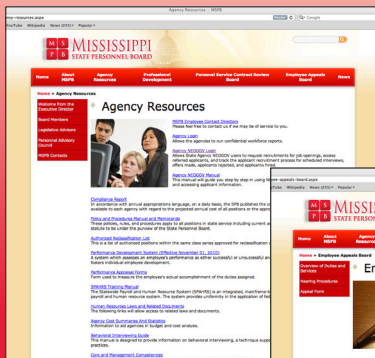
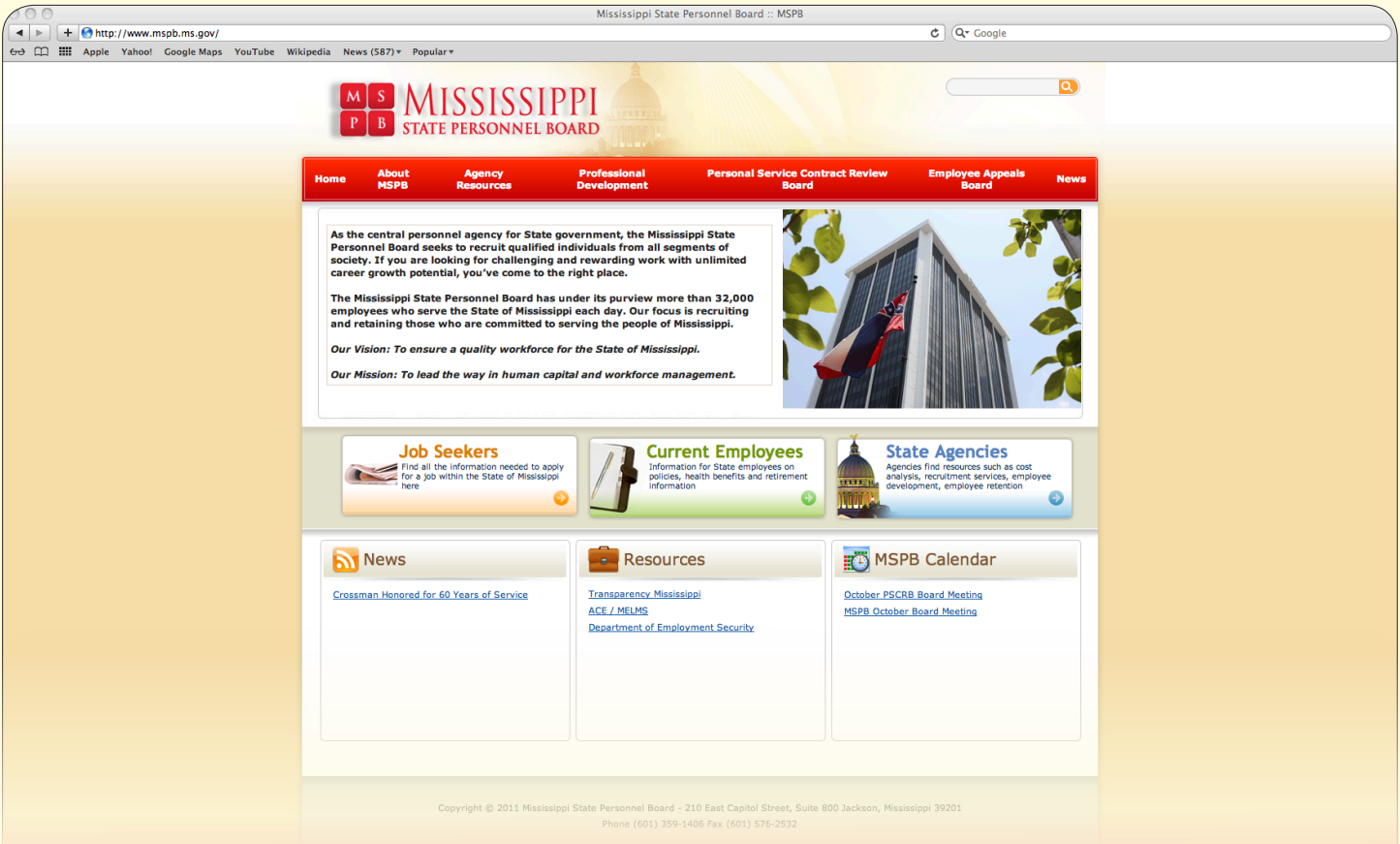
Access to **Information** and Job Listings Online

As the central personnel agency for state government, the Mississippi State Personnel Board is the resource for information on policy and procedures, the employee handbook, training opportunities, job openings, and personal service contracts. To make these resources easily accessible, MSPB launched a more user-friendly website on June 6, 2011. In the first month, traffic to the site tripled over previous usage.

As part of the new website, MSPB also launched a new online job application process that streamlined the application process for state employment. Using software provided and supported by NEOGOV™, applicants can search for jobs based on a number of criteria including county, salary range and/or job category.

A popular feature of the new application is the Job Interest Card, which allows applicants to identify positions in which they are interested even if the position is not vacant. Should the position become vacant, the applicant receives an email notification of the job opening. The Job Interest Card remains active for 12 months. An automated email notification is sent one month before the Job Interest Card expires to remind the applicant to resubmit his or her information.

For those applicants who do not have access to a computer, the MSPB Career Counseling Center is available from 8:00 a.m. to 5:00 p.m. Monday through Friday (except on State holidays).





Cheryl Lunsford, Director
Human Capital Core Processes

Human Capital Core Processes

Human capital is our greatest asset in state government. Now more than ever, getting talent in the door and efficiently managing that talent are keys to building a successful workforce.

The Office of Human Capital Core Processes (HCCP) is a unique team comprised of MSPB professionals who provide an array of services in three main functional areas: Core Processes, Validation, and Career Counseling.

The MSPB has approximately 130 agencies, boards, and commissions under its purview - about 34% of the entire state workforce. Each agency is assigned two MSPB professionals who provide guidance and advice to state agencies

A one-stop shop for our customers: policies, procedures and processes

■ Workforce Statistics

AVERAGE AGE: 45 Years

AVERAGE SERVICE TIME: 10 Years

GENDER: 61% Female & 39% Male

RACE: 50% Caucasian & 50% Minority

AVERAGE ANNUAL SALARY: \$34,279

As of June 30, 2011

and conduct research and analysis of statewide workforce and human resources management issues.

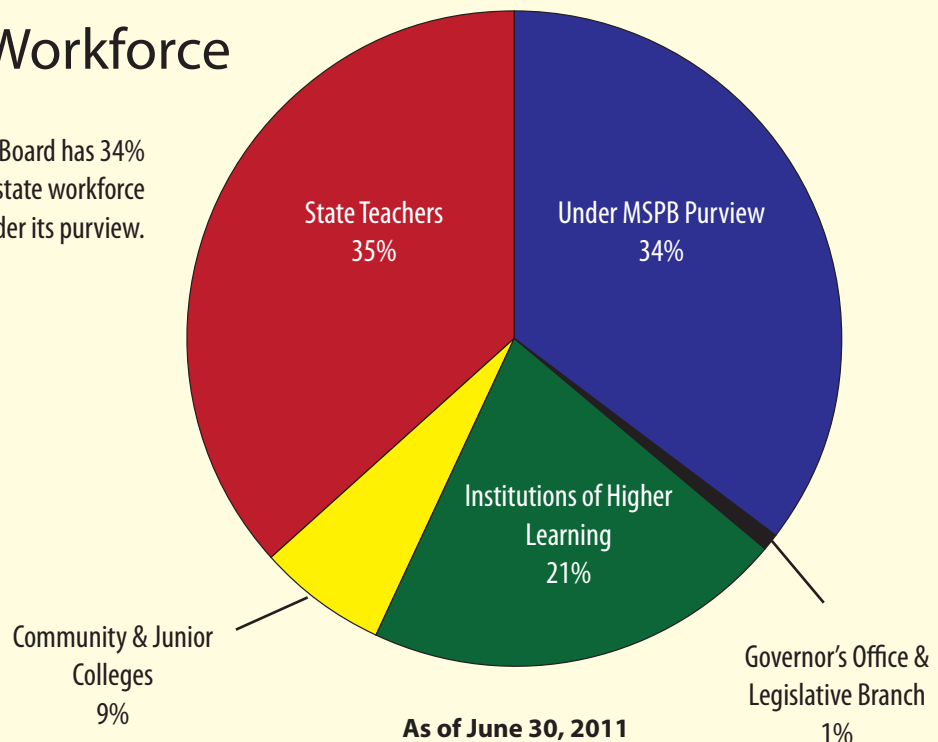
The primary point of contact for our customers is the Core Processes Division, which includes Recruitment, Selection, Classification and Compensation.

The Recruitment function involves the administration of recruitment programs that ensure open consideration of qualified applicants.



Distribution of Total State Government Workforce

The Mississippi State Personnel Board has 34% of the 92,048 members of the state workforce under its purview.



The Selection function and its corresponding rules and regulations are designed to ensure fair and equitable treatment of all applicants and employees without regard to race, religious creed, sex, national origin, political affiliation, age, or physical disability. It is a compilation of applicant services ranging from the evaluation of applications to processing of transactions relative to the hiring process.

The Classification function is a concerted effort to ensure that all employment positions in the state's inventory of job classifications are properly classified.

The primary Compensation function is management of the Variable Compensation Plan (VCP), which is designed to promote salary parity for similar positions across agencies. Another of the major Compensation functions is to develop annual recommendations to the Legislature for future fiscal year needs, such as new positions,

reallocations, special compensation plans and additional compensation requested by agencies.

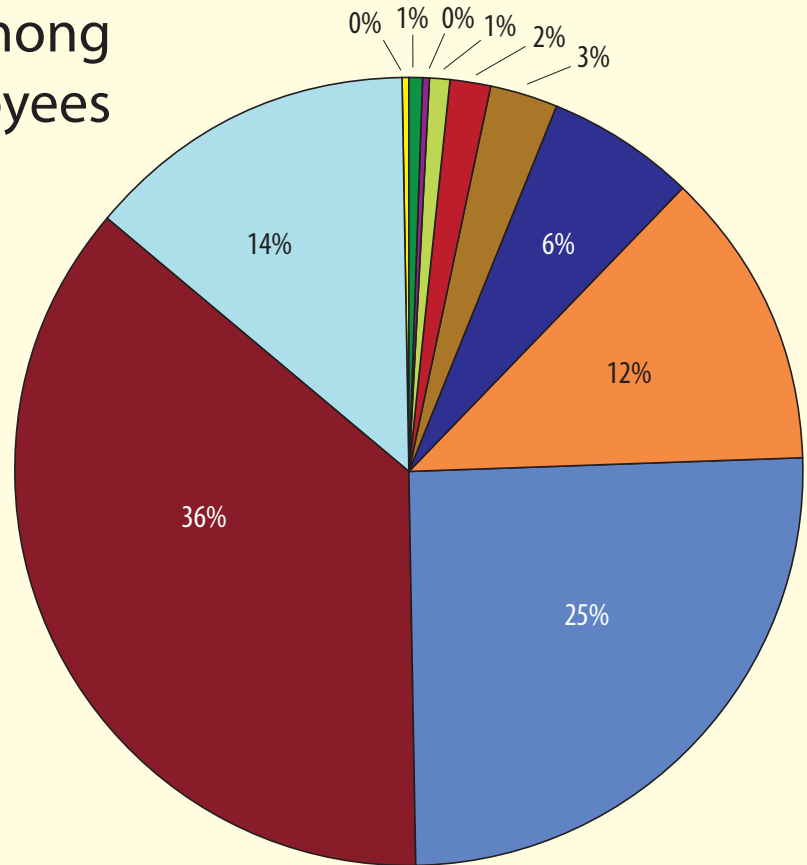
The Validation Division ensures the validity of the data contained in the class specifications for each job in our inventory. This division analyzes the jobs, not the applicants, and also provides assistance in the development of behavioral interview questions that assist agencies in finding the best fit for hiring and/or promotion.

The Career Counseling Division is responsible for the overall management of the application process from recruitment to the issuance of certificates of eligible applicants. Applications are received either electronically or by mail and are processed and stored.

The staff is also responsible for maintenance of the active recruitment listing on MSPB's website and within the Statewide Payroll And Human Resource System (SPAHRs).



Salary Distribution Among Full-Time Employees



The Workforce Processes Division is responsible for assisting agencies with an assessment of their workflow and workforce, accomplished by conducting a business flow process analysis to determine methods to streamline business processes and improve efficiency in the delivery of services. This assessment includes identifying resource-saving methods such as utilizing technology and outsourcing.

Additionally, the Workforce Processes staff determines the skills and capabilities of an agency's current workforce and identifies staffing excess or gaps for the new business process. This results in an organizational redesign that integrates people, information and technology with the new business process.

Essential Services

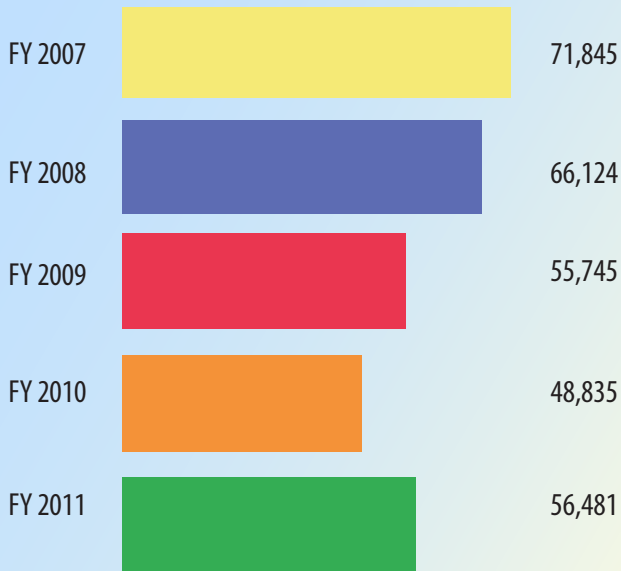
The MSPB provides a range of services through the Office of Human Capital Core Processes for agencies, employees, and job seekers.

- Recruitment, Selection and Retention of World-Class Employees
- Talent Management
- Career Pathing
- Workflow Analysis
- Organizational Design

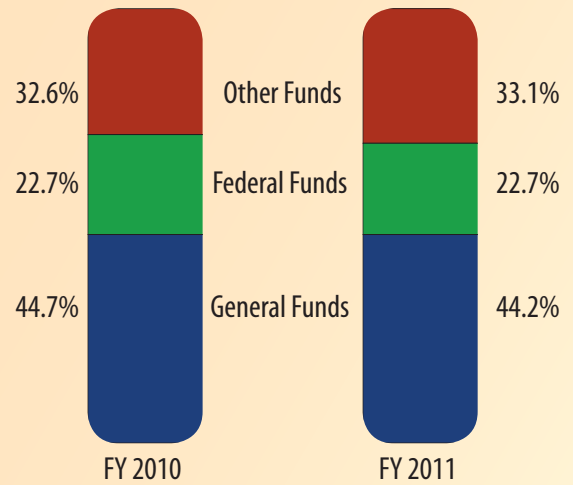


Total Job Applications

The MSPB received 299,030 applications during the past five Fiscal Years, with an annual average of 59,806.

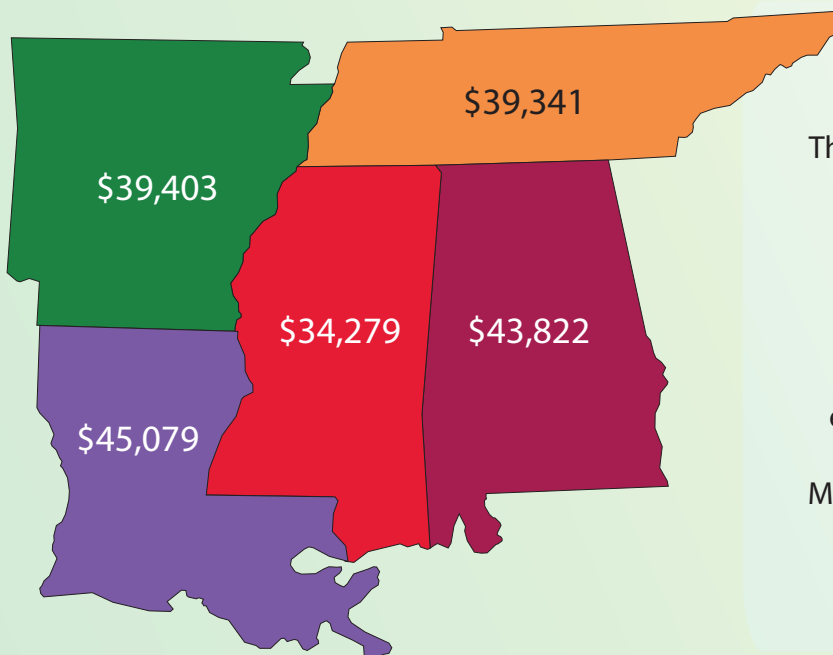


Salary Source By Fund



The dollar amount of salaries paid by state general funds decreased 0.5% from FY 2010 to FY 2011. Total salary costs are down \$61.6 million (4.1%) over the same period, from \$1.50 billion to \$1.44 billion.

Annual Average Salary Comparison



The Annual Average Salary for state employees in Mississippi's four neighboring states is \$41,911.

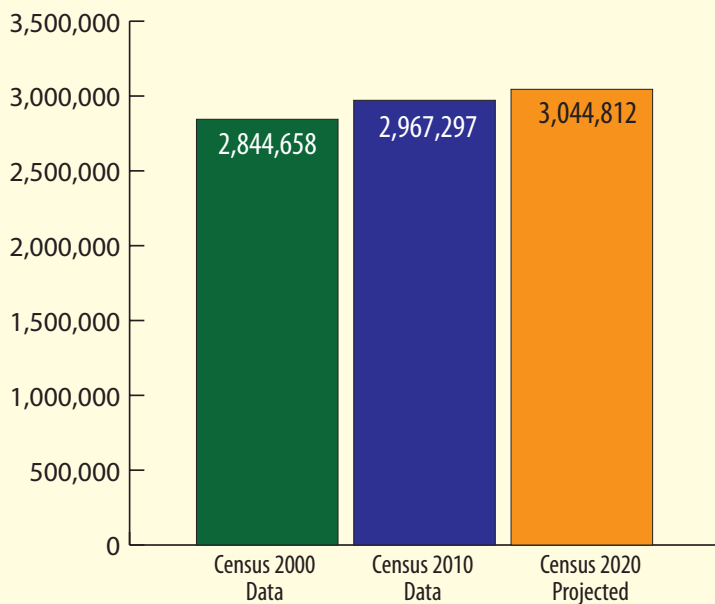
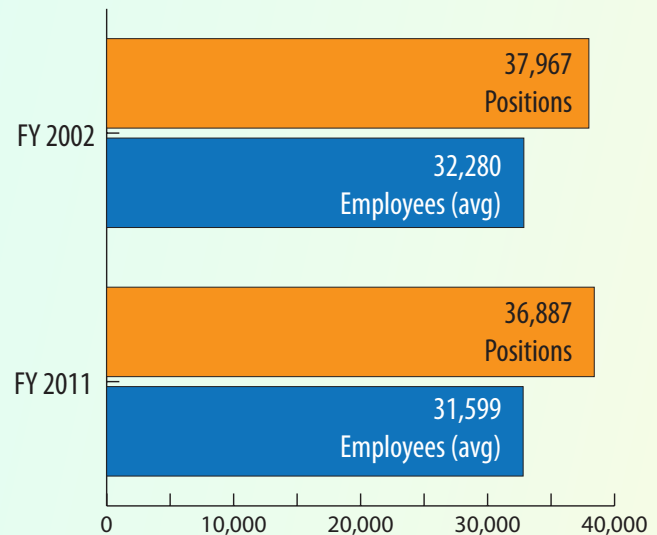
Sixty-two percent of employees under MSPB purview earn less than Mississippi's average salary of \$34,279.



■ Employment in State Government: A Ten-Year Comparison

For agencies under the purview of the Mississippi State Personnel Board, employment has decreased slightly during the last 10 fiscal years.

The number of positions decreased by 2.84% from FY 2002 to FY 2011, while the average number of employees decreased by 2.11%.



■ Population Change Data for Mississippi from 2000-2010

The U.S. Census Bureau reports that the population of Mississippi increased by 122,639, or 4.3%, between 2000 and 2010.

That figure is projected to rise another 77,515, or 2.6%, over the next decade.

All figures in this chart were sourced from U.S. Census Bureau data.



While employment in state government decreased during the past decade, the population grew 4.3%.



Retention: The Key to a Quality Workforce

At the close of Fiscal Year 2011, 15% of the state workforce under MSPB purview were eligible for retirement. By 2016, that number is projected to grow to 31%. In only five years, we could lose nearly one-third of our workforce and the institutional knowledge those employees take with them.

Retention is key to ensuring a quality workforce for Mississippi's future. With a rapidly growing retirement age group and an average service time of just 10 years, the MSPB is focusing on developing training opportunities to benefit employees and their agencies.

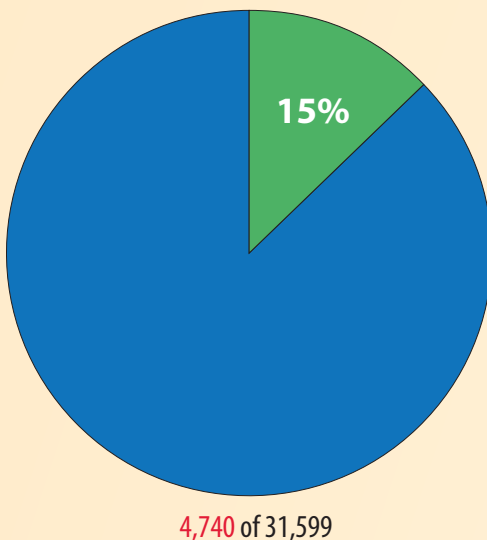
In FY 2011, more than **One-Third** of our workforce who were eligible to retire were supervisors or managers .

By the Numbers:

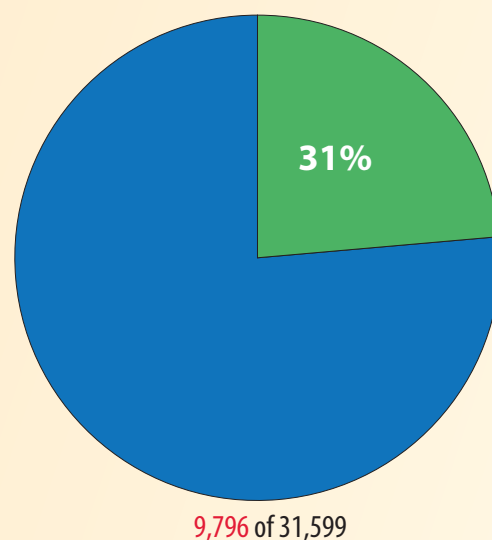
1,805 of 4,740
Retirement Eligible as of July 1, 2011

■ Breakout Study: Workforce Retirement Eligibility

Employees Eligible
to Retire July 1, 2011



Employees Eligible
to Retire July 1, 2016



When employees retire, we lose institutional knowledge.
We need to close the loop on the employee life cycle.



Jim Nelson, Jr., Director
Workforce Development

Workforce Development

The Office of Workforce Development assists agencies with effective employee training and a professional development system that inspires trust, clarifies purpose, aligns systems and develops talent.

Workforce development is a systematic process for identifying the human capital required to meet agency goals and developing the strategies to meet those requirements.

The goal of the Office of Workforce Development is to provide State agencies with the tools, information, and training needed to ensure a quality workforce for State government.

The Office of Workforce Development has two programmatic functional areas: Talent Management and Career Development.

The Talent Management Division provides agencies with management tools to measure

performance, competencies and skill sets, and identify methods to improve performance.

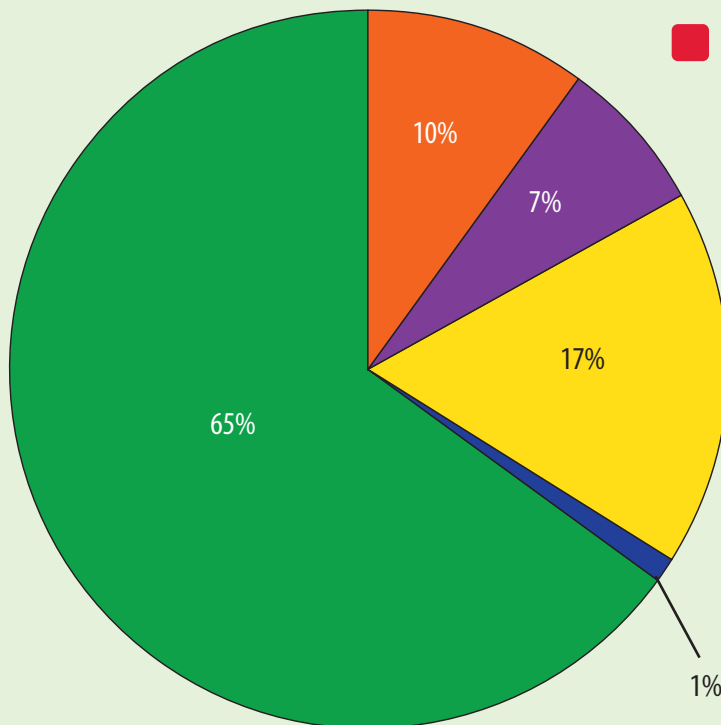
The Career Development Division provides agencies and State employees with certification and professional development programs such as the Certified Public Manager® (CPM) program, the Human Resources Certification Program (HRCP), and the Administrative Support Certification Program (ASCP).

Our graduates make a positive impact on the lives of Mississippians.



■ Participation By Program

The Mississippi State Personnel Board Office of Workforce Development, Training Division, logged a total of 3,110 registrations during FY 2011.



Professional Development	2,010
Certified Public Manager® Program	521
Basic Supervisory Course	228
Administrative Support Certification Program	314
Human Resource Certification Program	37

Training Tomorrow's Leaders **Today**



CPM May 2011 Graduates. Professional development courses such as the nationally accredited CPM program build leadership in state government. MSPB teaches thousands of employees every year.

Education is a lifelong process. The Mississippi State Personnel Board offers prestigious certification programs and educational opportunities to keep employees on the leading edge of the State workforce.

Led by our nationally accredited Certified Public Manager® program, the MSPB's Career Development Division provides essential knowledge and leadership skills training for successful public service.

Our graduates make a positive impact in Mississippi as statewide elected officials, agency directors, and in virtually every area of public service.



TRAINING UPDATES

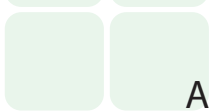
Agency Sponsored Training

The need for training is greater than ever before, but the increased budget constraints make it difficult for agencies to help their employees develop valuable leadership and interpersonal skills. In response to these challenges, MSPB has mobilized Agency Sponsored Training, which takes many of the highly acclaimed leadership development courses on-site so that agencies can maximize the training opportunities without incurring travel expenses.

Amnesty Month for CPM Participants

August 2010 was deemed “Amnesty Month” for those who had begun the Certified Public Manager® Program but had not met the ongoing requirements for participation. Normally, if participants fail to remain active in the program for 12 months, they are required to start over at Level 1. To seek amnesty and re-enter the program, inactive participants submitted a letter to their agency training coordinator regarding the reason they were not able to meet the ongoing requirements. The training coordinator then submitted information to MSPB for the individual to be readmitted to the CPM program. Applicants were evaluated by the program directors and readmitted on a case-by-case basis. During Amnesty Month, 143 individuals were readmitted to the program at the point where they left off.

Training Programs



Administrative Support

The Administrative Support Certification Program provides comprehensive training to support staff, offering a variety of learning experiences that relate to their on-the-job challenges.

Professional Development

Many courses are also available as Professional Development electives to employees who are not enrolled in a specific program. These courses address business writing, diversity training and more.

Certified Public Manager®

Nationally
Accredited

The Certified Public Manager® Program translates innovative theory into practical training to measure and develop professional competency for public sector managers.

Human Resources Certification

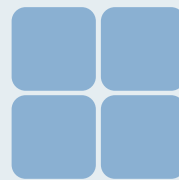
The development of a well-trained body of human capital practitioners at the technical and managerial levels of state government is the goal of the Human Resources Certification Program.

Basic Supervisory

The Basic Supervisory Course provides skill development on the fundamentals of supervising people and programs in government, emphasizing management, budgeting, and more.



■ Training In Action



"The CPM Program better prepared me for strategic planning, creative problem solving, and working in teams to provide quality services to the people of Mississippi."

Lee Ann Powell, CPM Graduate
Deputy Director, Mississippi Arts Commission

"The on-site training provided by MSPB was invaluable to our agency. We were able to include more people in the training classes without incurring additional travel expenses."

H. S. "Butch" McMillan, Executive Director
Department of Rehabilitation Services

"I use each and every skill I learned in the Administrative Support Certification Program on a daily basis. It made me a better employee and supervisor to my staff."

Angela Ashford, ASCP Graduate
Department of Transportation

Career Expos

As part of our mission to ensure a quality workforce, the MSPB participates in employment expos such as those sponsored by the Governor's Job Fair Network.

July 15, 2010	Northwest Mississippi Job Fair	Batesville
August 3, 2010	Vicksburg Area Job Fair	Vicksburg
September 21, 2010	Northeast Mississippi WIN	Corinth
October 6, 2010	Golden Triangle Employment Expo	Columbus
October 12, 2010	DeSoto County Job Fair	Southaven
November 3, 2010	Pine Belt Job Fair	Hattiesburg
November 18, 2010	CDF Job Fair	Tupelo
February 17, 2011	Attala County Job Fair	Kosciusko
March 2, 2011	Marshall Benton Area	Holly Springs
March 10, 2011	Belhaven Job Fair	Jackson
March 22, 2011	Mississippi Employment Expo	Jackson
March 29, 2011	Jobs for Grads/JSU	Jackson
April 12, 2011	Southern Region Military/Civilian	Biloxi
May 10, 2011	Yazoo County Area	Yazoo City
May 26, 2011	Rankin County Area	Brandon

**Covering
every region
of the state**

Reaching
20,000
Job Fair Attendees Every Year



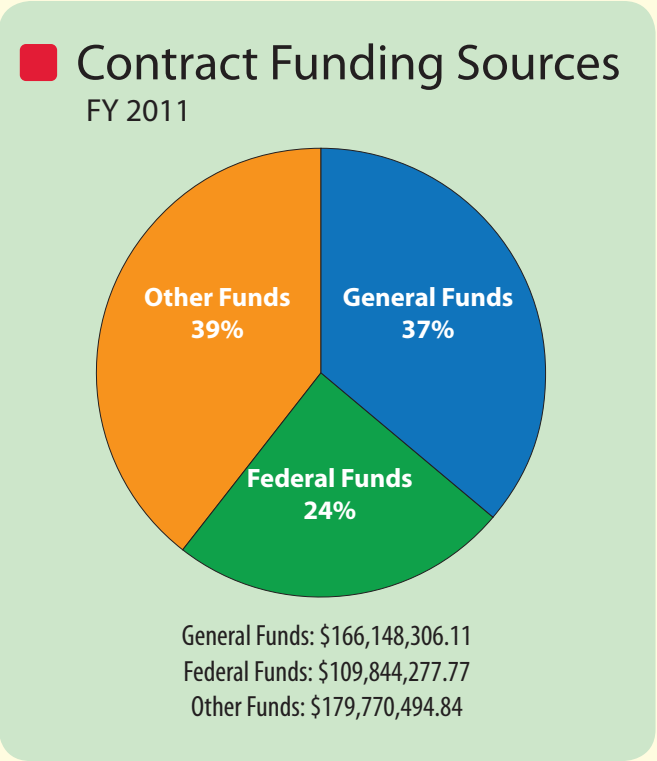


Faye James, Director
Personal Service Contract Review Board

Personal Service Contract Review Board

The Personal Service Contract Review Board plays an integral role in how personal services are procured for the State of Mississippi.

The Mississippi State Legislature established the PSCRB to ensure that quality services are procured at reasonable prices, with terms that are favorable to the State and with limited risk of liability. The PSCRB develops the policies and procedures that ensure personal services are obtained in a competitive manner, and approves contracts in excess of \$100,000.



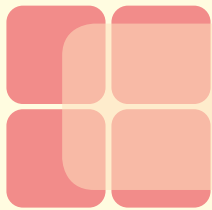
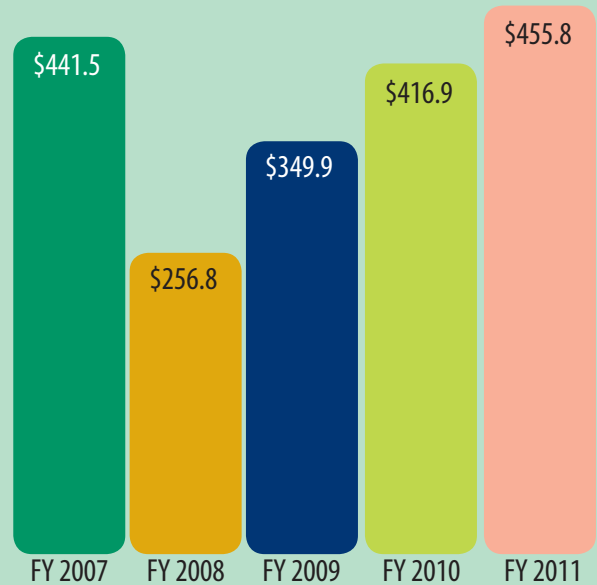
The PSCRB is responsible for administering standards for the issuance of invitations for bid and requests for proposals, and the award of those bids. It also oversees the consideration of costs and quality of services proposed, the contract negotiations, and the administrative monitoring of contract performance by agencies, as well as the necessary steps in terminating a contract. Administering standards for the procurement of personal or professional services through the use of emergency and sole-source contracts is also a responsibility of the PSCRB.

The Mississippi State Personnel Board provides administrative support for the PSCRB.



Personal Service Contracts: Five Fiscal Years

In FY 2007, the Board reviewed 231 contracts valued at \$441,524,673. There were 319 contracts reviewed in FY 2008 for a total of \$256,776,749, and 424 contracts reviewed in FY 2009 for a total of \$349,930,453. In FY 2010, the Board took action on 582 items totaling \$416,876,392, and in FY 2011, the Board took action on 464 items totaling \$455,763,078.72.



The PSCRB is comprised of the Executive Directors or designees of the Mississippi State Personnel Board, the Department of Finance and Administration, the Department of Corrections, the Department of Environmental Quality, and the Department of Wildlife, Fisheries and Parks.

Online Contract Submission Portal Promotes Efficiency

Efficiency in government is more than just a buzz phrase at the Mississippi State Personnel Board. It's an initiative that we have taken to heart, first with the online job application process, and now in other areas of the agency.

PSCRB instituted its electronic contract submission process on June 1, 2009. Since that time, over 1,200 contract packets have been delivered to PSCRB electronically.

Each contract packet submitted to PSCRB contains a standard set of documents which must be reviewed by the PSCRB staff and board members. In some cases, these contract packets are voluminous. Going from paper submissions

to electronic submission via online portal has resulted in costs, productivity and time savings, both for PSCRB and the submitting agencies.

Additionally, in FY 2011, PSCRB began storing all files in a digital database (iSynergy). As a result, PSCRB is now completely paperless.

Proceeds from 28 ARRA actions and 11 Oil Spill actions are included as part of the FY 2011 money used to fund state contracts.





Ingrid Williams, Chief Hearing Officer
Employee Appeals Board

Employee Appeals Board

The Mississippi State Personnel Board outlines the rules and regulations that guide the employment experience in its Policy and Procedures Manual. However, when disputes arise between an employee and an agency and action is taken, the employee is guaranteed an impartial venue for appealing that action.

The Mississippi State Legislature provided this venue in 1980 by creating the Employee Appeals Board, an entity separated from MSPB by statute but supported by the agency through administrative services.

The EAB is comprised of three Hearing Officers, one from each Supreme Court district,

who are appointed by the MSPB. These officers provide employees of the State of Mississippi with an opportunity to appeal agency-level decisions that adversely affect the employee's service.

The EAB compiles evidence, holds hearings, and renders decisions regarding agency actions and employee grievances.

**The EAB provides
a fair and
impartial appeals
process for
employees.**

Any permanent state service employee may appeal any action adversely affecting his or her compensation or employment status, or any grievable action set forth by policy.



Cases Filed in FY 2011

Initial Appeals

Demotions	3
Suspension Without Pay	10
Termination	33
Unresolved Grievances.....	25

En Banc.....	10
Circuit Court	3



The average time between
filing and disposition
decreased by 30%
for cases filed
in FY 2011.

Orders Rendered

Initial Orders Rendered

Affirmed	20
Agreed	15
Dismissed/Appeal Not Perfected	4
Dismissed/Lack of Jurisdiction	18
Dismissed/Motion of Appellant	7
Dismissed/Failed to Appear.....	5
Dismissed/Stale.....	3
Reversed	7
Partial Relief.....	4

En Banc Orders Rendered

Affirmed	9
Dismissed	0
Reversed	1
Partial Relief.....	0

Any permanent State service employee or non-State service employee in, or applicant for, an authorized employment position in an agency which employs State service employees may appeal alleged acts of discrimination based on race, color, creed, religion, national origin, sex, age, disability, or political affiliation in any personnel action or unlawful employment practice.

They also may appeal alleged acts of retaliation based upon the employee's or applicant's reports to a state investigative body. Any employee may appeal the agency's denial of a request for donated leave.

EAB decisions may be appealed to the full Employee Appeals Board or to a Circuit Court.

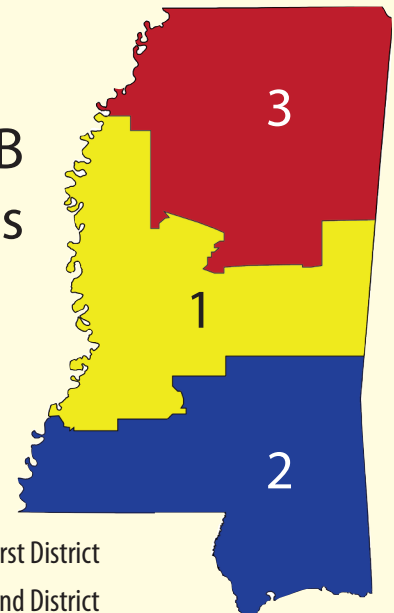
EAB Districts

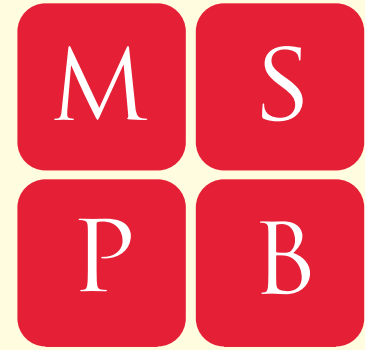
Each Mississippi
Supreme Court
District is
represented:

Ingrid D. Williams: First District

Wesla S. Leech: Second District

Michael N. Watts: Third District





Community Heroes

T rue superheroes don't hang up their capes when the workday is done. They continue to make a positive difference in their communities, neighborhoods, and society at large.

Many employees of the Mississippi State Personnel Board proudly contribute their time, talents,

and resources to worthy causes year-round, from assisting disaster victims to participating in food drives for needy families to supporting foundations that work to cure disease.

Whether at the office or in the community, the MSPB team is committed to serving Mississippi.



MSPB Employees Work to Cure Diabetes

A cause near to many Mississippi State Personnel Board employees is diabetes, a disease that affects the lives of many in the state, either directly or indirectly.

MSPB employees exceeded their goal for the Juvenile Diabetes Research Foundation during FY 2011 to help fund research to find a cure for Type 1 diabetes.

Why We Walk



- Nearly 24 million Americans have diabetes
- A new case of diabetes is diagnosed every 30 seconds
- Forty new cases of Type 1 (Juvenile) diabetes are diagnosed in the U.S. every day

Award Winning Teamwork

The Mississippi State Personnel Board earned the Golden Sneaker Award for participating in the 2010 JDRF Walk to Cure Diabetes.





Miss Mississippi Visits MSPB



Miss Sarah Beth James
Miss Mississippi 2010

Miss Mississippi Sarah Beth James made an official appearance at the May 2011 Mississippi State Personnel Board meeting. The daughter of MSPB employee Faye James, Sarah Beth shared information about her activities during her reign as Miss Mississippi, including her passion for promoting organ and tissue donation.

Inspired by the gift of life that was given to a family friend in need of a liver transplant several years ago, Sarah Beth is a strong advocate for educating Mississippians about the life-saving benefits of organ and tissue donation. Mississippi Organ Recovery Agency (MORA) is the federally designated organ procurement organization for most of the State of Mississippi.



Mary Crossman Honored for 60 Years of Service

Mary Crossman, Director of Health Information at Mississippi State Hospital, was honored by the Mississippi State Personnel Board for her 60 years of service to the State of Mississippi. Crossman was recognized by Chairman Donald G. Brown and received a standing ovation for her accomplishments. With much grace and humility, Ms. Crossman thanked everyone for the recognition and announced that she is "not ready to leave yet."

The longest-serving state employee in Mississippi, Crossman joined Mississippi State Hospital on January 9, 1951. She began working as a typing clerk straight out of college and was named Director of Medical Records only six months later.



MSPB Chairman Don Brown and
Ms. Mary Crossman

Fiscal Year 2011
**Annual
Report**



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